



**TOWN OF CULPEPER**  
 400 South Main Street, Ste. 109  
 540-829-8240

*Due on or before the 20<sup>th</sup> of each month following month for which report is made.*

**Business Name:** \_\_\_\_\_ **Federal ID No.:** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Customer No.:** \_\_\_\_\_

**MONTHLY REMITTANCE OF MEALS TAX**

- 1. Gross receipts for the month of \_\_\_\_\_, 20\_\_\_\_\_ \$ \_\_\_\_\_
- 2. LESS allowable deductions (*attach required list*) . . . . . \$ \_\_\_\_\_
- 3. Balance taxable . . . (*line 1 – line 2*) . . . . . \$ \_\_\_\_\_
- 4. **6%** tax on item 3 . . . . . (.06 x line 3). . . . . \$ \_\_\_\_\_
- 5. LESS 3% discount on item 4 (.03 x line 3 *if paid by 20<sup>th</sup> of month due*) . . . . . \$ \_\_\_\_\_
- 6. Balance—total tax less sellers discount . . . . . \$ \_\_\_\_\_
- 7. Penalty for late payment—10% of item 4 (.10 x line 4) . . . . . \$ \_\_\_\_\_
- 8. Total tax and late payment penalty (*line 6 + line 7*) . . . . . \$ \_\_\_\_\_
- 9. 10% per annum interest on tax and penalty . . . . . \$ \_\_\_\_\_  
 (*Line 8 x .10 ÷ 365 x number of days late*)
- 10. **TOTAL TAX, PENALTY AND INTEREST** . . . . . \$ \_\_\_\_\_

**Please remit the amount shown on Line 10 to:** **Treasurer, Town of Culpeper**  
**400 South Main Street, Culpeper VA 22701**

*IF PAID AFTER THE DUE DATE A PENALTY OF 10% OF THE TAX AND INTEREST AT THE RATE OF 10% PER ANNUM WILL BE COMPUTED AND DUE AND PAYABLE IN ACCORDANCE WITH SECTIONS 23-70 AND 23-72 OF THE TOWN CODE.*

**DECLARATION OF SELLER:**

I hereby swear or affirm that the amounts listed above are true, correct, and complete to the best of my knowledge and belief for the period stated above.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Email Address: \_\_\_\_\_ **PRINT NAME** \_\_\_\_\_

Phone No. \_\_\_\_\_ Title \_\_\_\_\_

**Office use only:**

Received by Treasurer's Office: Amount paid: \_\_\_\_\_ Date: \_\_\_\_\_ Postmark Date: \_\_\_\_\_ Initial: \_\_\_\_\_

Refunded/adjusted amount: \_\_\_\_\_ Adjusted Total Tax, Penalty and Interest: \_\_\_\_\_

Clerk's Office validation: Date: \_\_\_\_\_ Initial: \_\_\_\_\_